

EIBI Therapy Documentation Sheet Instructions

1. It will be the responsibility of each child's EIBI Consultant to ensure that a Therapy Documentation Sheet is maintained and properly completed each month. If the child is receiving clinic-based and home-based services, a different sheet is required for each environment.
2. Each individual who provides a service on said day must complete the Therapy Documentation Sheet each day at the time of service. Upon arrival, each person must indicate the current date, sign in, record their arrival time (i.e. time in), and circle the function to be performed. At the end of the shift, the individual must record their departure time (i.e. time out) and indicate the total time services were provided.
3. The Therapy Documentation Sheet must be completed in full and the number of hours for each service (e.g. Line, Lead, Consultant, Off-Site, Training, and Team Meeting) must be totaled in the appropriate space at the bottom of the form. The parent/legal guardian and the Consultant/Lead Therapist responsible for the child's EIBI services must sign and date the form prior to submission. It is the responsibility of the parent/legal guardian to ensure the information is accurate.
4. The Therapy Documentation Sheet(s) for each child must be submitted along with the EIBI Monthly Progress Report for that child. The Therapy Documentation Sheet(s) and Monthly Progress Report must be submitted by the 15th of each month for the preceding month of service. When submitting reports by e-mail to the Case Manager and Autism Division PDD Consultant, the Therapy Documentation Sheet(s) and the Monthly Progress Report must be submitted together in the same e-mail.
5. Copies of all Therapy Documentation Sheets must be maintained in the child's Therapy Notebook for the duration of the child's program. The Therapy Notebook may be purged annually; however, the material must be maintained by the EIBI Provider in the child's office file.